

# Eyke Parish Council

**Council Meeting:** 7pm Monday 25<sup>th</sup> March 2024

**Venue:** Eyke Village Hall

## Minutes

**Present** - Cllrs Clark, Thomas, Weavers, Abu-Hejleh & 6 Members of the Community. The chairman welcomed the RFO and Assistant Clerk to their first meetings.

**Apologies** - Cllrs Neil Smith & Ron Cushing

**Declaration of Interest** - None

### **Adjournment for Parish Forum**

- 1) The Chairman thanked Mr Hatton for his time clearing litter in village and cutting back overgrown hedges. Mr Hatton advised he had been able to repair the Eyke sign at the exit of the village towards Rendlesham but that it was only a temporary repair and some woodwork was now rotting and would require replacement in the near future.
- 2) Mr Hatton noted in the last 10 weeks there has been more police presence with speed traps in the village which he welcomed. He also questioned why other A roads for example at Darsham and Stratford St Andrew have 30 mph speed limits but that it had been previously suggested it wouldn't be possible for the speed limit to be reduced either side of the village?

NB. The council has already made representations to the planners on this in respect of the proposed erection of 65 houses and await their response.

### **Minutes of 15<sup>th</sup> January 2024:**

Agreed and Signed by Chairman

### **Note of Councillors meeting on 14.12.24 on reshaping council structures on retirement of the clerk, working practices and charity commission submissions by Lee Weavers**

Agreed and signed by the chairman.

### **Matters Arising:**

- I. Responsible Finance Officer (RFO) Update & Job Description for approval**  
Appointment of Clive Mann confirmed and Job Description Approved.
- II. Assistant Clerk Update & Job Description for approval**  
Appointment of Gemma Barley confirmed and Job Description Approved.
- III. Acting Clerk – Review of Position**  
The chairman led a discussion on the options available on filling the clerk's position given the statutory role of clerk and various essential duties. It was agreed that Cllr Weavers will step down as a Councillor forthwith and assume the role of Clerk for the next financial year 2024-2025 whilst the assistant clerk is familiarised with the role. This was agreed by members to ensure there is a pathway for development and a review point in 2025.  
**Action Chairman** to sign off revised Clerk Role Description
- IV. PFTPC Wed 17/01/2024 @ East Suffolk Offices**  
The clerk presented Cllr Smith's report which was noted.

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**V. ESPA Conference Sat 17/02/2024 ' Grundisburgh**

The clerk presented Cllr Smith's report which was noted.

**Action** –Assistant Clerk to contact the Planning Alliance to discuss the use of Eyke Village Hall as a potential venue for future ESPA meetings.

**VI. Recreation Ground Height Barrier Signing**

Councillor Smith's report noted and recommendation to replace signage accepted.

**Action**–Assistant Clerk to liaise with Cllr Smith re ordering the signs and arranging fixing.

**VII. Church Lane & Eyke School Car Park Repairs**

Cllr Smith's report noted and proposal for ordering and application of material. Before work starts further investigation required into who owns public footpath 22 and whether EPC insurance will cover volunteers assisting with works.

**Action Assistant Clerk & Councillor Smith**

**VIII. Joint Parishes Transport Initiative (JPTI) arranged by East Suffolk at Bentwaters on the 8th March 2024**

**Report received and noted** In Cllr Smith's absence it was agreed to carry this forward to the next meeting and to attend further transport review meetings.

**IX. Lottery Funding**

Cllr Clark advised that the lottery had requested yet further information and quotations for the roof which were submitted on 6<sup>th</sup> February. There is no indication on when to expect an outcome but the situation is being closely monitored. The Village Hall Committee are going to explore alternative funding avenues to ensure there is a back-up plan for works completion should the lottery bid be unsuccessful.

**Action Councillor Clark.**

**X. Planning Update**

Denbury Homes – Current status remains as 'Decision Pending'

EVH Roof –Planning advice received and confirmed full planning permission is required. The village hall committee have agreed to pay for the planning application fee.

**Action**-Clerk to instruct architects shortly before completing and submitting planning permission on behalf of the Parish Council.

**XI. Charity Commission Submissions**

**Action** -Clerk awaiting approval of new log in details before being able to access the parishes account due to the change in Clerk.

**Reports:**

**Cllr Andrew Reid Suffolk County Council**

Extensive report covering: Public Consultation on Devolution & Suffolk Mayor, Suffolk County Council 2024/25 Budget, Dragon Patcher – Rural Potholes, Loft Insulation & SEND

**Full Report to be made available on the parish website.**

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Mr Hatton raised with Cllr Reid the issue of pot holes being poorly repaired. Cllr Reid advised one factor to this is that the repair is not given sufficient time to set before the road is re-opened to traffic.

## Action Assistant Clerk

### Cllr James Mallinder East Suffolk Council

Extensive report covering: Shingle Street Drainage, People Smuggling, Hedge Cutting, Coffee Caravan & Bio Diversity.

**Full Report to be made available on the parish website.**

## Action Assistant Clerk

### Other Matters:

#### I. Email Breach & GDPR

The Clerk presented a comprehensive paper on the council's response to the email breach of the former clerks Hotmail account. Advice has been provided by the Information Commissioners Office (ICO) and the Cabinet Office, who co-incidentally have just launched a new service to support 8600 parish councils move away from publicly available free email systems. At the time of reporting the breach to the ICO the councils' existing working practices were graded through the ICO risk assessment framework and found to be in the red 'high risk' category. This position needed positive action to mitigate further risk of breach of email and avoid possible sanctions.

The Clerk working with the ICO and Cabinet Office has outlined a number of steps to change the councils' working practices to reflect the requirements of GDPR and the Freedom of Information Act. This includes carrying out a council wide data protection and cyber security very shortly. Members agreed unanimously to endorse work to date, immediately adopt segregated email accounts in the interim and secure an 'eykepc.gov.uk' domain with more secure email processes, a new website and cloud storage.

Budget provision has been made in the 2024/25 budget and there is funding for some aspects available from the cabinet office.

**Actions** – Clerk & Assistant Clerk to contact Cloud Next re setting up the new email accounts in the first instance and then migrating the existing website to an approved model.

#### II. Data Protection and Information Management Policy & Email Policy

As part of the revisions to existing policy and adoption of new policies the clerk presented two further discussion papers and associated policy documents derived from templates via NALC & SALC amended to meet local requirements post breach. **These set out the mandatory framework for all, councillors, officers & volunteers working with the council going forward.** To this end the 4<sup>th</sup> May was proposed as the date for an 'Email & GDPR' workshop for all members, officers and volunteers to attend for further briefing and training inputs.

The council unanimously voted in favor to adopt the policies and thanked the clerk for the very extensive work carried out to date.

**Action** - Clerk & Assistant Clerk to promulgate new policies and arrange the workshop.

#### III. Quarterly Playground Report

A comprehensive report has been submitted by David Barclay. A number of maintenance issues arise and need immediate attention.

**Action** – Members agreed to employ Andrew Stagg as Handy Manto carry out the repairs and maintenance on the playground. Clerk to arrange.

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## IV. Sizewell 'C' Forum Opportunities and Notes

Cllr Smith's report was noted. Mr Hatton brought to the members attention re the increase demand for accommodation in the area for contractors will also contribute to the use of the roads but will financially beneficial to the local area.

**Action** – Assistant Clerk. Cllr Smiths report including information regarding the sessions available to public to attend to be made available on our website.

## V. Grass Cutting, Hedges & Car Park Surfaces-

It was agreed to investigate the amalgamation of all Eyke PC surface maintenance, grass and hedge cutting requirements by obtaining 3 quotes for a combined contract to be let and report to next meeting in May.

**Action** – Assistant Clerk to work with Cllr Smith to produce a 'Requirements Document' & obtain quotes.

## V1 Budget & Financial Matters:

Draft Budget 2024/25 –Presented by RFO. Proposes the parish council will spend more than the funds due to be received but have made provision to do so using an element of reserves if required. Unanimously approved.

Reserve Allocations 2024/25- RFO advised that the new note added to the budget spread sheet regarding reserves and proposed the reserve level is maintained at 1 year's annual precept. The RFO highlighted the fact that reserves will be checked when the audit takes place. Currently the Councils and Village Hall Committees' reserves equate to one year's precept. Members unanimously approved the 2024/25 Budget and reserve levels.

### **Account Balances @1.3.24**

Community Current Account £6954.16

Reserve Account £8685.59

Premium Account £119.88

Parish Bequest received from Katie Lucas of £500

### **Cheques to be Agreed**

**Street Lighting – £240.02**

**Bin Emptying at the recreation ground -£35.70**

**SALC Training Conference - £18**

**Eyke Parish Website -**

**Clerk Wi Fi – change – stamps £40.99**

**Actions:**RFO on Payments

### **Any Other Business**

**None**

# Eyke Parish Council

Date of Next Meeting: Annual Parish Meeting - 7pm 13<sup>th</sup> May 2024

Signes as a true record: Cllr John Fleming .....

Date.....